



Department of Fish and Game

ASSOCIATE PERSONNEL ANALYST



DEPARTMENTAL PROMOTIONAL – 2FG17

CONTINUOUS TESTING

WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Fish and Game in order to take this examination.
WHERE TO APPLY	Applications (FORM 678) may ONLY be filed in person or by mail with the: DEPARTMENT OF FISH AND GAME, ATTENTION EXAM UNIT, 1416 NINTH STREET, ROOM 1217, SACRAMENTO, CALIFORNIA 95814.
CONTINUOUS FILING	There is no final filing date. The testing office will accept applications continuously and will notify and test applicants as needs warrant. <i>YOU MAY APPLY AND TEST ONLY ONCE IN A TWELVE-MONTH PERIOD.</i>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application". You will be contacted to make specific arrangements.
SALARY RANGE	Minimum \$3,915 - Maximum \$4,759
ELIGIBLE LIST INFORMATION	Names of successful competitors will be merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. This examination will be administered on a continuous basis. Competitors will have the option of retesting after the 12 month testing period. Competitors choosing to retest will have dual eligibility on the list. The highest score will take precedence regardless of examination date.
MINIMUM QUALIFICATIONS	<p>Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</p> <p><u>Either I</u></p> <p>In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have a full-time assignment in California state service performing technical personnel work.)</p> <p><u>Or II</u></p> <p>Experience: Either</p> <ol style="list-style-type: none">Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; <u>or</u>Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management. <p>(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in Pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst, Range C.) <u>and</u></p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)</p> <p>(In appraising experience, more weight will be given to the breadth of pertinent experience, and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)</p> <p>(Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)</p>
POSITION DESCRIPTION	The Associate Personnel Analyst , under general direction, performs the more responsible, varied, and complex technical work of the State personnel management program; acts as a leadperson for other staff personnel; and does other related work.
EXAMINATION INFORMATION	<p>This examination will consist of a promotional readiness interview weighted 100.00%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.</p> <p>COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p>

THE DEPARTMENT OF FISH AND GAME PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE, ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICANTS FOR STATE SERVICE ARE EXPECTED TO BE DRUG-FREE.

SEE REVERSE FOR ADDITIONAL INFORMATION

SCOPE OF EXAMINATION

Promotional Readiness Interview - 100.00%

- A. Knowledge of:
1.

Applying principles and practices of public personnel management.
2.

Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.
3.

Techniques of employee recruitment.
4.

Employee relations and performance evaluation.
5.

Test construction and sources of test materials.
6.

Principles, practices, and trends of public administration, and organization and management.
- B. Ability to:
1.

Perform research in various personnel fields.
2.

Interpret and apply laws, rules, standards, and procedures.
3.

Develop and administer training programs.
4.

Analyze and solve difficult technical personnel problems.
5.

Appraise qualifications of applicants and interview effectively.
6.

Maintain the confidence and cooperation of others.
7.

Analyze data and present ideas and information effectively.
8.

Train and supervise subordinates.
9.

Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.
- C. Skill in:
1.

Applying principles and practices of public personnel management.

VETERANS PREFERENCE

Veterans preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Fish and Game, Human Resources Branch, three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Fish and Game, Human Resources Branch, (916) 653-8120, four weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at local offices of the Employment Development Department and the Department of Fish and Game.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Fish and Game reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: Written tests and oral interviews are ordinarily scheduled in Sacramento, Long Beach, Napa, Redding and Fresno. However, locations of interviews may be limited or extended as the number of candidates and conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

BRD: 07/12/02